



KYIR Vaccine Inventory Reconciliation Checklist

Instructions: Follow this checklist when you are ready to balance and close your VFC inventory reconciliation within KYIR.

It is important that you count your physical Ending Inventory at the end of the work day on your reconciliation End Date when all vaccine activity has been completed, or at the beginning of the next work day before vaccine activity occurs.

Reconcile your inventory at least **monthly**, regardless of how often you order vaccine.

Tips for counting vaccine inventory:

- Pick a reconciliation End Date that works well with your clinic's workflow. For example, if your clinic stops giving vaccinations early on a particular day of the week, this may be a good time to count the vaccine inventory in your refrigerator and enter the count in the Ending Inventory column of your reconciliation in KYIR.
- Have two staff members do the vaccine inventory physical count to minimize counting errors. For example, one person could count while the other records the number.
- Double check the vaccine inventory lot numbers to verify that your count is correct for each lot number.

Complete	KYIR Inventory Reconciliation Checklist
	If you have Pending VTrckS Shipments, make sure you Receive these shipments from the Vaccine Inventory On-Hand screen in KYIR.
	If you have Pending Incoming Inventory Transfers, make sure you Receive these transfers from the Vaccine Inventory On- Hand screen in KYIR.
	Make sure that all vaccinations that were administered within the reconciliation Begin Date and End Date have been entered into KYIR. Run the Red Syringe Report to help resolve doses administered.
Proceed to creating the reconciliation worksheet by going to Inventory → Vaccines → Reconciliation . Click Add Reconciliation . Choose an inventory location, give a description (April 2015) and double click inside the End Date box to use today's date. Click Create .	
	Make sure you zero out any remaining expired doses of vaccine inventory. (This vaccine(s) will appear in Red on your reconciliation.)
	Enter your vaccine inventory physical count for each vaccine lot number in the Ending Inventory column on your reconciliation.
Tip: Make sure your Ending Inventory count is accurate as it carries forward to your next reconciliation. If you have zeros in your Ending Inventory column, make sure this is intentional and not because you forgot to enter your physical dose count.	
	Click the Update button once you have entered all of your information into your reconciliation screen. This will recalculate the Inventory Difference column on your reconciliation.

Tip: It is best practice to have a zero in the Difference Column because this means that you have been able to successfully account for all of your inventory. Before closing your reconciliation, review any vaccine inventory items that have a Delta greater than zero, as these will become Unaccounted for doses once you close your reconciliation. Unaccounted for doses will either be added to your KYIR On-Hand Inventory (if they are positive), or subtracted from your KYIR On-Hand Inventory (if they are negative.)

Please note: An effort should be made to determine what has happened to those doses that are Unaccounted for, so that you can make the appropriate adjustments before closing your reconciliation.

Remember: KYIR will NOT allow you to close a reconciliation with a Delta greater than +/-10.

Questions? Contact the KYIR Help Desk **Before** making extensive vaccine inventory adjustments as this can make it more difficult to troubleshoot problems.

Close your reconciliation by changing the reconciliation Status to Closed and clicking the Update button.

Tip: If you are unable to close your reconciliation, please contact the KYIR Help Desk at ***_***_***.

Subsequent Reconciliation Cheat Sheet

- 1) Select **Reconciliation** from the left-side, navigation panel (in yellow).
- 2) Click on **Add Reconciliation** in the upper right hand corner.
- 3) Select YOUR clinic's Inventory Location (it begins with your clinic's PIN).
- 4) Type in a unique description name for this particular reconciliation period (example: May Reconciliation).
- 5) The **Begin Date** will be automatically set to the day AFTER your previous reconciliation.
- 6) The **End Date** is the date you are completing the reconciliation (enter today's date).
- 7) Status should remain defaulted to Open.
- 8) Click the blue man icon and YOUR name will populate in the box.
- 9) Click **Create**.
- 10) Enter the number of doses you physically have in your storage unit in the **Ending Inventory** column.
- 11) Once they've all been entered for each row of vaccines, click **Update** in the **Edit** box.
- 12) After the page has refreshed, the numbers in the **Inventory Delta +/-** column will change.
- 13) Enter the number showing in the **Inventory Delta +/-** column into the **Aggregate Administered** column. Enter it with a - symbol in front of the number (example -20).
- 14) Once you've completed entering the **Aggregate Administered** count for each row of vaccines click **Update** again in the **Edit** box.
- 15) After the page has refreshed, your **Inventory Delta +/-** column should read 0.
- 16) If you have all 0's in your **Inventory Delta +/-** column, you may close your inventory by changing the status to Closed in the **Edit** box.
- 17) Click Update again to officially close your inventory period in reconciliation.